

COMMONWEALTH OF VIRGINIA

EMPLOYEE GRIEVANCE PROCEDURE

APPOINTMENT OF HEARING OFFICER

FORM B

Qualifying grievances that are not resolved through the resolution steps may be advanced to a hearing which shall be the final step in the grievance procedure. The Director of the Department of Employment Dispute Resolution (EDR) shall assign a hearing officer to conduct the grievance hearing. All hearing officers shall be selected from EDR's Division of Hearings or on a rotating basis from the list of hearing officers maintained by the Supreme Court of Virginia.

TO: Director, Department of Employment Dispute Resolution
One Capitol Square
830 East Main Street, Suite 400
Richmond, Virginia 23219

Section A: Agency Request

Agency:			
Issue/Date:			
Agency's Contact Person		Telephone	
for Grievance:		Number:	
Agency Address:			
Requested by (signature):		Date:	

Section B: Grievant Information

Employee's Name:			
Other Pending Grievance (s)			
(provide date/issue/status)			
Work Facility/Location:			
Mailing Address:			
Phone:			
	Home		Work

Section C: Response from Director of EDR

The following hearing officer is assigned in compliance with §2.1-116.07(B) of the Code of Virginia to conduct the grievance hearing.			
Name:			
Address:			
City/State/Zip:			
Phone:		Date of Appointment:	

